

Missouri Service-Learning Teacher Mini Grants Program

Funded by Missouri Service-Learning

Missouri Service Learning administers a mini-grant program for curriculum-based service learning activities involving Missouri youth of all ages. Mini-grants between **\$1,000 to \$2,500** are available to Missouri school groups for service-learning activities which are part of an academic class (pre-K - 12).

A service learning project is defined as one or more community service activities that benefit the students' school, neighborhood, or greater community and include articulated learning goals for the youth participants and structured reflection activities. Applicants should plan the project with input from the clients or organizations who will benefit in order to ensure the project is needed and timely.

Mini-grants funds will be available throughout the year based on fund availability. There is no closing date for applications but all funds must be spent by June 15, 2008. Groups will be notified about the status of their mini-grants in the month following grant submission.

It is important that teachers facilitating service learning projects and these mini-grant proposals demonstrate understanding of the difference between volunteering and service-learning. Educators who have not been trained in the basic components of service-learning will be required to attend or host a "Service Learning 101" workshop offered through Missouri Service-Learning. Teachers involved with the project may indicate prior training through Missouri Service-Learning Conferences or the National Service Learning Conference.

Please read the following application guidelines and process instructions carefully. And feel free to call with any questions as you develop your application. Our goal is to give every child in Missouri the opportunity to learn through service.

Who may Apply

Teachers and/or Administrators may apply. Mini-grants will be limited to one per teacher per year with priority being given to teachers applying for funds for the first time.

Application Guidelines

- The service-learning project must be part of an academic class.
- The project must involve youth in service to their school, neighborhood, or the greater community.

- School must partner with a local group –a Community Based Partner, who will participate in the project, not just donate items.
- Funds may be used for supplies, materials and equipment, and/or transportation to a service site.
- Funds may not be used toward salary for teacher or any other staff.
- The project must include preparation activities which teach the youth the needed skills or knowledge to implement the project.
- The project must also include reflection activities which solicit and celebrate the participants' analysis and evaluation of the project.
- No large equipment purchases over \$750.00 are allowed
- The funds may not be used to pay personnel or to replace state or local school funds. A maximum of \$2 per student for celebration food and drinks is allowed.
- A final report including the results of the evaluation and a final expenditure report will be expected within a month of completion of the project or by June 15, 2008, whichever occurs first.

Application Process

In order to apply, please complete the three page application which follows and submit it to the Missouri Service-Learning office. The responses may be submitted by mail or electronically or emailed. Lengthy responses are not expected or desired; however, enough information must be provided to enable the readers to have a clear understanding of the service-learning project being funded.

Focus areas for Service-Learning for the state of Missouri

- Projects which include At-Risk Students/Students with Special Needs/Disabilities into Service-Learning Program
- Projects which incorporate an Alcohol and/or Drug Abuse Prevention and/or Intervention program as part of a Service-Learning project to reduce the number of to reduce number of alcohol/drug related offenses in school district
- Anti-Bullying campaign to decrease the number of violent acts against peers and teachers at schools in Missouri.

A few pointers: (1) "Name of Youth Representative" is the name of one or more young people who are class, organization or project leaders, if known. (2) In order to prepare the itemized budget, you should "shop ahead" to see how much things will probably cost and indicate the quantity and price for each item. Add tax, if applicable, and then total your budget. Then round to the nearest dollar for your amount requested.

Grant proposal reviewers have the discretion to limit grants to what they deem to be reasonable costs for items included in the budget.

Here is a simplified example:

Quantity	Item Unit Cost	Total Cost	Total Match
15	Shovels \$3.50	\$52.50	
3	Bags of Dirt 5.00	125.00	
15	Trees 35.00	525.00	
20	Bushes 10.00	200.00	
15	Bushes 12.50	187.50	
25	Bags of Mulch 2.00	50.00	
3	Rolls of Film and Developing 7.00	21.00	
	Transportation to project		\$150.00
	Subtotal	\$1,161.00	\$150.00
	(Tax Exempt if School) Tax	0	0.00
	TOTAL	\$1,161.00	\$150.00
	TOTAL REQUESTED	\$1,161.00	

Please send questions to: **Alicia Riner, Missouri Service-Learning**
573/526-5395
Fax: 573/526-4261

Please send completed Application to: **Alicia Riner, Missouri Service-Learning**
PO Box 480
205 Jefferson Street
Jefferson City, MO 65102-0480

Applications must be submitted by postal service or fax. Applications submitted by email will not be accepted.

Missouri Service-Learning Advisory Council

Mini Grants Application

Project Name _____

District Name _____

District address _____

Contact Name _____ Contact Title _____

Contact Phone _____ Contact Fax _____

Contact Email _____

Teachers involved _____

Please check all of the following that may apply regarding the Service-Learning Training that the above teachers have received:

☐ Attended Missouri Service-Learning Conference Date Attended _____

☐ Attended National Service-Learning Conference Date Attended _____

☐ Would like Service-Learning training by a Regional Center Coordinator

☐ Current Grantee ☐ Previous Grantee ☐ Non-Grantee

Name(s) of Youth Representatives _____

Number of youth involved in Service-Learning Project _____

Grade level of youth involved in Service-Learning Project _____

Community Partner _____

Contact Name _____ Contact Phone _____

Number of Recipients _____ Number of Volunteers _____

Estimated hours of preparation _____ Estimated hours of action _____

Estimated Value to Communities* \$ _____ *Total hours multiplied by \$18.42, volunteer service amount

Approximate Dates (time span) of Service-Learning activities to be funded

Beginning Date _____ Ending Date _____

Project Design: Please describe Service-Learning project in 200 words or less

Community Need: Please describe the community need the project will address. Please give data to support chosen community need.

Academic Connection: Please describe how this project will tie to the curriculum using GLEs and/or Show-Me Standards.

Steps of Service-Learning: Please describe the project using the 4 step process of Service-Learning methodology (Preparation, Action, Reflection, and Celebration/Demonstration).

Results and Evaluation: Please describe what outcomes this project will address for the community and the youth participants (methods and tools for measurement).

Student Voice: Please describe how students' voice or ownership will be addressed with this project.

Budget: Please list each item separately, with its projected cost. If there are other sources of funding for this project (Match) include in list and amount of match.

[illegible]

Teacher Signature

Date

Interim Assistant Commissioner

Date _____